

Quitman County School District Testing Plan

All roles and responsibilities outlined in the Student Assessment Handbook (SAH) provided by the Georgia Department of Education are incorporated into the Quitman County Schools Testing Plan. The SAH is delivered electronically to all school test coordinators annually. The handbook may also be accessed on the Georgia DOE website.

1. Receipt, Verification and Distribution of Materials. Materials are delivered to the System Test Coordinator.

The System Test Coordinator verifies count totals.

Following the pre-test administration meeting, materials are counted by School Test Coordinators and transported to the schools. The test materials are kept in secure locations at each school.

2. Communication with appropriate audiences

The System Test Coordinator consults with System and School administrators to ensure that the testing days remain free from unnecessary disruptions such as safety drills and fire drills.

School Test Coordinators consult with School Principals and office staff to further ensure that the tests remain free from unnecessary disruptions such as safety drills, fire drills, intercom announcements, etc.

The schools communicate with students and parents in a variety of ways about standardized tests.

Testing dates are announced through a yearly assessment calendar, open house, parent newsletters, flyers, school marquee, newspaper articles, radio announcements, system and school websites, etc.

When assessment results arrive, copies of individual student reports are sent home to parents. Parents are given the opportunity to meet with the child's teacher, school administrator or counselor, to have the results explained.

3. Testing Protocols

The System Test Coordinator receives extensive training on all mandated tests provided by the Georgia Department of Education's Assessment Division through webinars during the school year. Information is then shared with School Test Coordinators.

The System Test Coordinator conducts a pre-test administration meeting before each test with the appropriate school test coordinators.

School Test Coordinators are required to train examiners at their schools prior to the test administration. This training addresses the importance of test security and the consequences of violating this security, the protocol for delivery and pickup of test items and the testing environment. The examiner's manual is reviewed, going over in detail the script for test examiners.

During administration of each state assessment, the System Test Coordinator visits each school to monitor test administration to ensure proper procedures are being followed.

Each School Test Coordinator monitors test administration to ensure all testing procedures are being followed by each test administrator, proctor and examiner.

4. Irregularities

Any indication of a testing irregularity must be dealt with immediately. The examiner must notify the School Test Coordinator who will contact the System Test Coordinator. A written narrative must be provided by all parties involved in the irregularity. School principals are made aware of the irregularities.

The System Test Coordinator then notifies the appropriate Specialist at the GaDOE Assessment Administration Division for guidance. Determination is made if the test session can/should continue or if an invalidation of the student scores will occur. Appropriate coding for student answer documents is provided by the Assessment Specialist. The report is then filed in the MyGaDOE portal.

****Best Practices for State Mandated Student Assessment Checklist Quitman County School System**

Prior to Receiving Test Materials in the School

1. Assign someone at each school as the School Test Coordinator.
2. Ensure that each School Test Coordinator receives training from the System Test Coordinator.
3. Determine that a secure storage area is designated for test materials at each school.
4. Establish a plan to train all school level test examiners and proctors in proper test administration.
5. Verification of count totals for each school by School Test Coordinator by a manual count.

After Receiving Test Materials in the School

1. Ensure the integrity of the secured storage area.
2. Establish testing rosters for each testing location including test examiner(s) name(s), proctor, if needed, dates, locations, form numbers, bar codes and place for student signatures.
3. Prepare the exact number of test materials for each testing location.
4. Train all examiners prior to test administration. Provide each with an examiner's manual. Document with a sign-in sheet that all examiners have received training.
5. Prepare a schedule so that all school personnel are aware of testing dates, times and locations.
6. Schedule testing locations in areas where there is easy access for monitoring.
7. Create an environment in each testing location that discourages communication and cheating among students.

Procedures on Test Days

1. School Test Coordinators and/or monitors deliver test materials to the test administrators at the testing locations.

2. Examiners count all materials and sign form.

During Testing

1. Provide #2 non-mechanical pencils to students that have erasers that will not smear or smudge.

2. Students at the middle schools and high schools initial beside their names when they receive answer documents and test booklets.

3. Examiners read the script exactly as written in the examiner's manual.

4. The School Test Coordinator and monitors ensure that examiners and proctors walk routinely by

student desks monitoring that students are following instructions, are in the appropriate test sections and answering in the appropriate section of the answer document.

5. Ensure that test examiners and proctors do not read a student test unless they are providing an "oral reading" exam or a Braille administration.

6. Ensure that test examiners and proctors do not discuss test questions or answers with anyone, including students.

7. Report any concerns about a test question or an item's answer choices to the School Test Coordinator who will relay the information to the System Test Coordinator who will notify GaDOE.

8. Ensure that testing procedures and protocols are being followed in the testing locations by routinely entering the testing sites, without disturbance.

9. Follow the established protocol for reporting irregularities.

10. Make-up testing must be administered using the same testing procedures as the original testing.

11. The Principal's Certification Form is completed by the school principal and returned with the test

materials.

After Testing

1. Test materials are counted by the School Test Coordinator and/or monitor upon pickup.

2. Test materials are returned to the designated secure location.

3. Answer documents are alphabetized and perused for stray marks that may hinder scoring.

4. The System Test Coordinator is notified when test materials may be picked up.

5. The System Test Coordinator accounts for all answer documents and test booklets. Preparation is made for shipment following the shipping directions and time line for return of materials.

6. When the System Test Coordinator is notified that student scores are available, the school test coordinator is notified via email through the MyGaDOE portal.

7. Electronic files are kept in a confidential, secure manner.

8. Once hard copies arrive, the System Test Coordinator delivers them to the school test coordinators and obtains a signature as proof of delivery.

9. All materials associated with the administration of the test are retained for documentation purposes.